User's Manual

BioClock

BIO TRACK

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BEFORE START

Notice

Don't put the device in the place where there is strong light, which will affect fingerprint collection and cause unsuccessful fingerprint verification.

Don't use it outside. The fingerprint reader's working temperature ranges from 0 to 40. Working outside for long time and the device's heat will affect the device's normal work (slow reaction and decrease pass rate.). If it is necessary to use it outside, sunshade and heat sinking device should be prepared.

Don't hit the device violently. Hitting the device violently may lead to internal parts loose or damaged. The device has no anti-water function. Don't make the device be caught in rain or damp.

Correct operation brings you good use effect and verification speed.

Attention

Only after fingerprint reader is installed, can fingerprint enrollment and verification start.

Install Enroll Identify

Enroll Install Identify

Enroll fingerprint by pressing index finger, middle finger or ring finger (thumb and little finger are clumsy).

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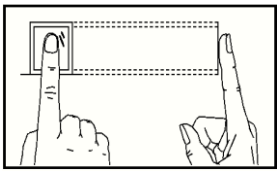
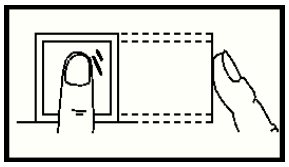
PRESSING METHOD

Proper press:

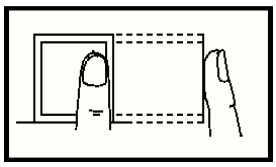


Make finger center pressed on the sensor window

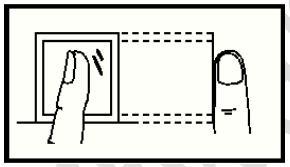
Improper press



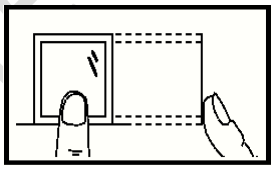
Upright



Too lean



Too downward



Slant

ABOUT USE

Use steps:

Step 1:Put the device in the right place and power it.

Step 2:Enroll user, fingerprint (or password), and allocate access.

Step 3:Verify user (whether fingerprint or password is usable).

Step 4:Set communication parameters. Use any one of the three methods (Ethernet, RS485 and RS232) or U disk to download employee information to the software.

Step 5:Modify employee information in employee maintenance of software, and connect device to upload employee information to the device, then personnel's name will be displayed on the screen upon attendance. (Some models allows direct name edition on the device. Therefore, it is no necessary to connect device.)

Step 6:Check whether the device time is accurate. After validation, start attendance.

Step 7:Download attendance record to software upon stat. at the end of the month.

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ABOUT ATTENDANCE

When the device is in standby status, only after successful fingerprint or password verification, can user save attendance record on the device.

Standby status

As shown below:

The picture displayed in standby status can be picture uploaded by user (refer to upload user-defined picture). It can also be time display

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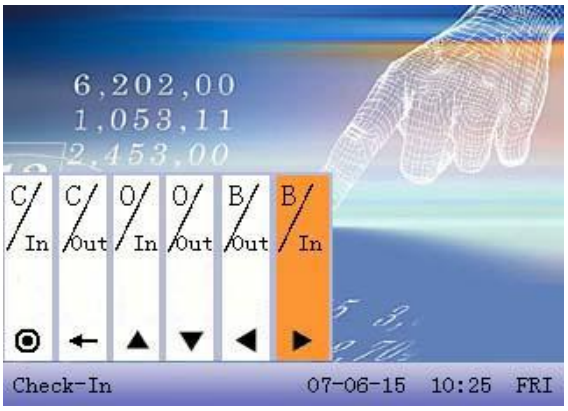
SELECT ATTENDANCE STATE

1) mode 1

When the device is in standby status, press state key on the device to modify attendance state, and the state information will be displayed on the screen. The current selected state is displayed in orange. Press " ESC ", the prompt information will disappear.



2) mode 2

Various states can be set by user. Therefore, not all state information is displayed upon key press. Corresponding states come out on the left bottom corner.

EMPLOYEE ATTENDANCE METHOD

After successful attendance record, the device will display the current time on the screen in clock mode.

- Fingerprint attendance

(1)1:N fingerprint match

Verify the fingerprint pressed on the sensor at present with all fingerprint data in the fingerprint reader.

Step 1:Press fingerprint properly on the sensor.

Step 2:If the device says 'Thank you", the verification is complete.

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If the device says "Please press again", return Step 1 for second operation.

(2)1:1 fingerprint match(work code+fingerprint)

Verify the fingerprint pressed on the sensor at present with the fingerprint related with user number. Use this method when it is difficult to identify user's fingerprint.

Step 1:Input work code of employee to be verified on the initializing interface.

Step 2:Press fingerprint properly on the sensor.

Step 3:If the device says 'Thank you", the verification is complete.

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If the device says "Please press again", return Step 2 for second operation.

Employee can try another 2 times by default. If it fails after 2 times, return Step 1 for second operation.

Password attendance

Step 1:Input work code of employee to be verified on the initializing interface. Then press OK.

Step 2: If it says that the enroll number is wrong, it means that there is no such number or the employee doesn't enroll password.

Step3: Input password when the interface appears.

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Step 4: If the device says 'Thank you", the verification is complete.

When the device says "password error", please input password again.

Employee can try another 2 times by default. If it fails after 2 times, return Step 1 for second operation.

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ABOUT ACCESS CONTROL

After personnel's access control privilege is set, when employee is verifying his ID, the device will judge whether the employee has the access to open the door. If the employee cannot open the door, the device will give corresponding information. Take fingerprint verification for example:

1. The device prompts successful verification, and the access signal will be output at the same time.

2. The device prompts illegal time zone.

This means the current time is not in the time zone when employee is able to open the door. Therefore, the employee cannot open the door.

3. The device prompts illegal subgroup combination.

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This means the group where employee is is not in the unlock combination. Therefore, the employee cannot open the door.

4.The device prompts multi-user verification.

This means it needs the common verification of subgroup where the user is and other subgroups to open the door.

5. The device prompts combined verification.

This means the user 's verification method or group's verification method is combined verification. It needs multi- verification to verify ID.

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ABOUT CONNECTION WITH PC

The device only records attendance time. The statement can be disposed by software on PC. Therefore, it is necessary for device to connect PC to download attendance record to attendance software.

The following are some connection method:

- Ethernet:

(1)Through hub:Use parallel net cable (to connect network card and

hub) to connect device into the network.

(2)Direct connection :use cross net cable(connect two Ethernet

terminals directly)to connect device and PC.

Set device:enter menu- option - communication option to set the following items:

IP address: Default IP as 192.168.1.201. You can modify it if it is necessary.

Subnet mask: Default subnet mask as 255.255.255.0. You can modify it if it is necessary.

Gateway address: Default gateway address0.0.0.0. You can modify it if it is necessary.

Network speed:There are three options: ATUO, 10M, and 100M.

Connection password:It can be set or not set. If it is set, input corresponding numerical value on connection interface of PC software.

- RS232:Use RS232 serial port wire for connection.

Set device:Enter menu – option - communication option to set the following options:

baud rate:communication speed rate (with computer),if the communication speed is high, RS232 (115200, 57600) is recommended.

RS232: Select "Yes" for RS232.

Communication password:It can be set or not set. If it is set, input corresponding numerical value on connection interface of PC software.

- RS485

set device:Enter menu - communication option to set the following options:

Device ID: 1—254 baud rate:communication speed rate (with computer),if the communication speed is low and stable, RS 485 (9600, 38400)is recommended.

RS485: Select "Yes" for RS485

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Communication password:It can be set or not set. If it is set, input corresponding numerical value on connection interface of PC software.

- USB

Set device: enter menu — communication option to set the following items:

Device ID: set it in "connection option". The number can be selected from 1—254.

USB: Select "Yes" for USB communication.

Communication password: set it in "connection option". It can be set or not set. If it is set, input corresponding numerical value on connection interface of PC software.

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1 MAIN MENU

When the device is in standby state, press menu to open main menu, as shown below:

2 USER MANAGEMENT

The user's basic information on fingerprint sensor includes fingerprint, password and management access. In company's attendance management, for employee's change, the information on fingerprint sensor also needs modification. Therefore, operations including "add, delete, check, modify and so on" can be done on fingerprint sensor.

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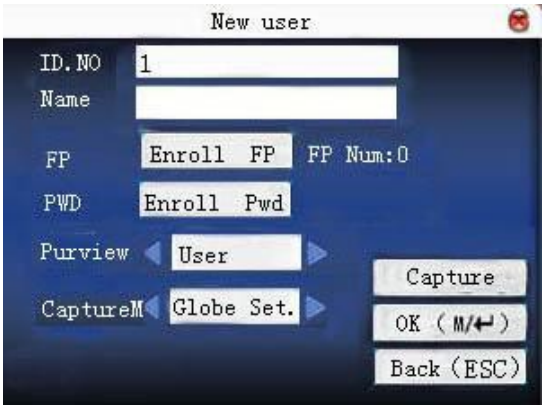
2.1 ADD USER

Firstly, enroll employee's fingerprint or password in the device.

Enter add user interface:



Work code: personnel's attendance number

Name: use T9 input to input employee's name.

Fingerprint: enroll employee's fingerprint. Ten fingerprints can be enrolled at most.

The employee with fingerprint enrolled can use fingerprint to record attendance.

Enroll password: enroll user's password. The effective digit is 1~8.

The employee with password enrolled can use password to record attendance.

Access: allocate user access to operate menu. Common user can only use fingerprint or password attendance. Administrator can enter menu to do various operations and carry out daily attendance as common user as well.

Take photo: adjust video setting to take photos and enroll user's photo.

Photo mode: it is the photo mode used during recording employee attendance.

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Tips: If there is no administrator set, anybody can enter menu for operation. If there is administrator, it is necessary to verify ID to enter menu.

For example: the following is the flow for add user.

Input work code

1)Allocate work code by default.

2)Press "<-" to delete the allocated work code by default. Input work code from keyboard. If the work code is wrong, press " <-" to input it again.

Input name Use T9 input to input employee's name.

Press OK or ▲/▼ to select "enroll fingerprint", then press OK to start fingerprint.

Enroll fingerprint Press finger according to device's prompt. Press the finger three times in the proper way.

If one fingerprint is enrolled successfully, press OK to continue another finger, then press menu

And ESC to return the last interface.

Press ▲/▼ to select "enroll password" and press OK to enroll password.

Enroll password

Input password (1~8) according to device's prompt, and press OK to verify it. Then press OK

save it or press ESC to exit without saving it.

After saving, display will be on the device, which means the password has been set.

Set access

Press ▲/▼ to select "access" box and press </> to select access.

Photo mode

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Press ▲/▼ to select the item, and then press </> to set photo mode.

There are four modes. The setting here is aimed at current employee. Employee's photo mode for attendance record is based on this setting.

(1) Use overall setting: the employee observes the photo mode setting.

(2) No photo taken: there is no photo taken after attendance record.

(3) Take photo: the taken photo won't be saved after attendance record.

(4) Take photo and save it: the taken photo is saved after attendance record.

Take photo

Press ▲/▼ to select "take photo", and then press "OK" to adjust video setting and take photos.

After entering interface, the device is under grasp mode. Press ▲/▼ to switch option input box. Press numerical key on small keyboard to input correct value to adjust the camera's taking effect.

After adjustment, press F8 or OK to grasp photo. Then the system will remind you that the photo is saved successfully and ask you whether to take it again or not. If you are satisfied with the photo, press "return". Or you can press OK to take photo again.

Save/exit user enrollment

Make sure that the enrolled information is correct, and then save it.

1) Press menu or ▲/▼ to select " complete (M<-)" and press OK ,and the device will prompt "saved successfully! Continue?". If you want to continue, press OK ,or press "ESC".

2) Press "ESC" or ▲/▼ to select "return(ESC)" and then press OK ,and the device will prompt "data has been changed.

Are you sure to save?". If you want to save it, press OK and return to the last menu. Or press "ESC" to return the last menu.

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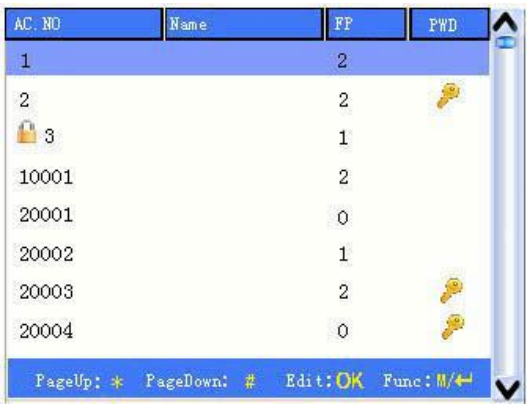
2.2 MANAGE USER

All users' information saved in the current device can be queried in manage user, including user name, fingerprint count, whether to enroll password, user attendance record and so on. Editing or deleting user can also be done here.



Notice

1) means this employee is the administrator. means password has been enrolled.
2) The picture may be different from your device. The real product prevails. Press menu on the above interface, and the operating menu will pop out:

Press ▲/▼ to select the item.

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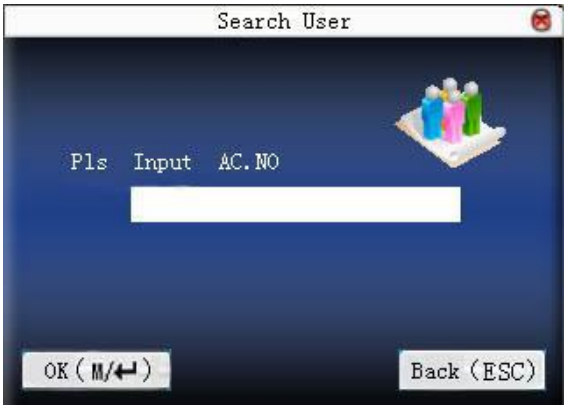
2.2.1 SEARCH USER

If many users are enrolled, in order to find an employee quickly, the device has provided "work code" to search the employee.

Press menu on manage user interface to get operating menu.

Select "Search user" or press any numeric key to enter the following page:



Input work code of employee to be queried. Press OK , after successful query, the blue cursor will point to the employee. If there is no such employee, "no enrolled data" will appear.

2.2.2 QUERY ATTENDANCE

When administrator is checking employee's fingerprint and other enrolled information, he can also check the employee's attendance record during that month.

Press menu on manage user interface to get the operating menu, select " record",and the employee's monthly attendance record can be checked:

Press ▲/▼ to read attendance record.

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Press " page down & page up" to read attendance record.

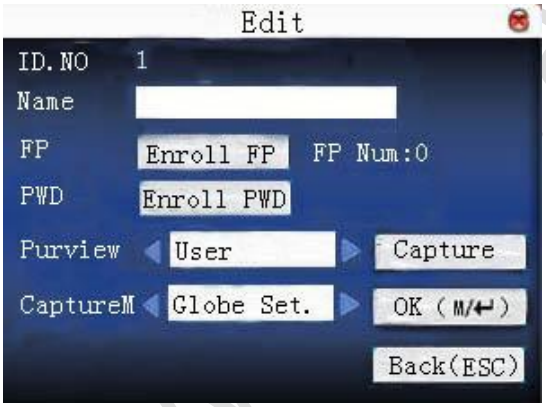
Press OK/menu to query detailed information.

Then press "ESC" to return to manage user interface.

2.2.3 EDIT USER

Edit user information saved in the device. For example, the former enrolled fingerprints are unusable, enter "edit user" to re-enroll fingerprint or enroll password.

Use ▲/▼ or query user on manage user interface to select employee to be edited. Then press Menu to select "edit" or press shortcut to verify it, and all enrolled information can be displayed on the device:



Work code cannot be modified. The operation is similar to that of add user. Fingerprint can be re-enrolled. Click "enroll password" directly to set password or modify password. The access c can also be modified.

Save edition/exit edition

1) Press menu or ▲/▼ to select " complete (M<-)" and press OK, save edition and return to manage user interface.

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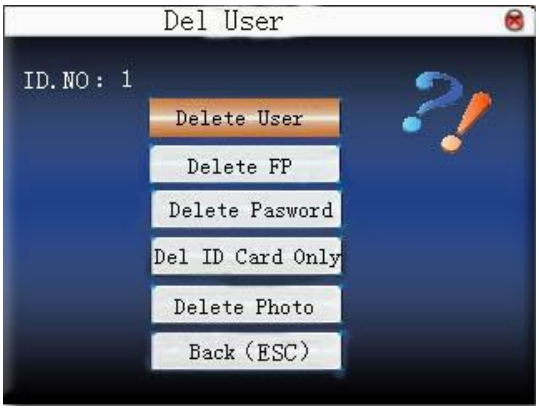
2) Press "ESC" or ▲/▼ to select "return(ESC)" and then press OK ,and the device will prompt "data has been changed.

Are you sure to save?". If you want to save it, press OK and return to the last menu. Or press "ESC" to return the last menu.

2.2.4 DELETE USER



"Del user" is to delete employee's partial information or all information from the device. It is used when the following states happen:

1)when employee's fingerprint or password is not needed any more.

2) when employee leaves the position.

Press ▲/▼ on manage user interface or use query user to select the employee to be edited. Click menu to get operating menu, and then select "delete user".

Delete user

If the user has no fingerprint or password, the corresponding item is blue and cannot be operated. Press ▲/▼ to select the item to be operated. Press OK to pop out dialog box and verify whether to delete this item or not. Then the device will give corresponding prompt.

Press "ESC" to return to manage user page.

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2.2.5 ADD USER

In order to add user conveniently for operator, add user is configured here. The function is the same as that of previous sections add user.

2.2.6 USER ACCESS CONTROL

Press ▲/▼ on manage user interface or use query user to select the employee to be edited. Click menu to get operating menu, and then select "user access control".

User access control option is to set open door access aimed at everybody, including subgroup setting, verification mode, using time zone, duress fingerprint management.

Subgroup: Allocate enrolled user to different groups for management convenience.

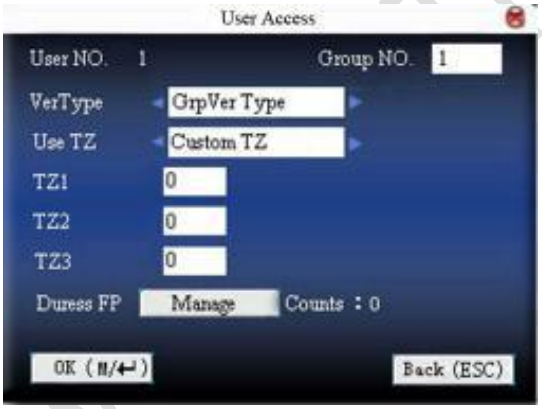
Using time zone :1)group time zone :Whether the user use his group's default time zone

2)user time zone :Set user unlocking time. If group time zone is not used, others' unlocking time won't be affected.

verification mode:1)group verification type :Whether the user use his group's verification type

2) individual verification type :Select the user's verification type. If group verification type is not used, others' verification type won't be affected.

Manage duress fingerprint: User enrolls a new fingerprint or specifies an enrolled fingerprint in the fingerprint sensor as duress fingerprint. At any time anywhere, duress alarm will generate after the fingerprint passes verification.



Operation:

Press ▲/▼ to move cursor to the item to be set. If it is the input box, press numeric keys on small keyboard to input the value. If it is the roll box, press ▲/▼ to switch the values. When the cursor is on "manage duress fingerprint", press to enter duress fingerprint management.

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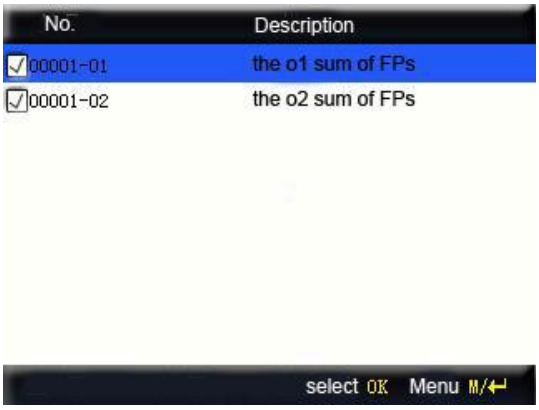
After setting, press or menu directly to return to the last interface. Press " ESC " to cancel setting and return to the last interface.

duress fingerprint management:



1)define/cancel duress fingerprint

Press OK on the above interface to define/cancel current selected duress fingerprint. Press menu to get the following menu:

Select cancel all to cancel all fingerprints, not taking them as duress fingerprint.

2)enroll duress fingerprint

Press menu on the above interface, select "add fingerprint" to enter

enroll fingerprint interface. After successful enrollment, the enrolled fingerprints will be specified as duress fingerprints.

3)save duress fingerprint

If the duress fingerprint definition on the above interface is correct, press menu, and select "save" in the menu.

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2.2.7 ID CARD

Some devices can use ID card to verify ID.

Enroll ID card

The device with ID card function has enroll ID card on add user interface:

Press ▲/▼ to make cursor on "enroll card". Press OK to enter enroll card.

Sway the card in the induction area. After the device inducts the card, move the card off. The device will save the card number and display it on the screen. Press ESC to exit. Press OK to save it and return to the last interface.

ID card verification

Sway the card in the induction area. After the device inducts the card, move the card off. If the card has been enrolled on the device, the device will display the card holder's information on the screen. If the card has not been enrolled, it will prompt that the card is not enrolled.

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2.3 SMS

SMS is similar to notice. The operator can edit the notice content in advance and make it into SMS displayed on the screen. SMS includes common SMS and individual SMS. If common SMS is set, will be displayed in information column at the bottom of standby interface in the specified time. Press shortcut (can be set in keyboard definition)to check SMS content. If individual SMS is set, the employee who can receive SMS can see SMS after successful attendance.

Operation

Press ▲/▼ to read SMS.

Press " page down & page up" to read SMS.

Press OK to query detailed information.

Press menu to get SMS setting menu.

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2.3.1 SET SMS

1)add SMS

Press ▲/▼ in pop-out menu to select "add SMS" to add the selected SMS.

Start time: The time when SMS comes into effect

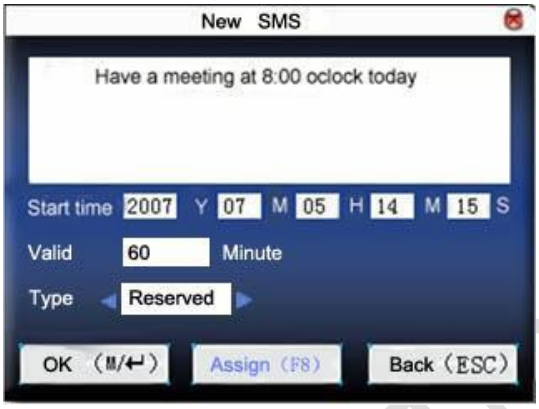
Effective time length: SMS appears in the effective time. After the effective time, it won't appear.

Information type : individual: SMS aimed at individual only

common: SMS able to be seen by all employees

preset : Preset SMS, no difference of individual SMS or common SMS.

Operation:


New SMS
Have a meeting at 8:00 oclock today
Start time 2007 Y 07 M 05 H 14 M 15 S
Valid 60 Minute
Type Reserved
OK (M/↵)
Assign (F8)
Back (ESC)

When the cursor is on the text box, press shortcut to enable T9 input, input SMS content. Press ▲/▼ to switch option input box. Press </> to change setting or press numeric key on small keyboard to input value.

(1)If the selected type is individual SMS, distribute is usable. Here, it is to distribute individual SMS to employee:

Press ▲/▼ to search employee.

Press " page down & page up" to search employee.

Press OK to select the employee, and SMS will be distributed to him.

Press menu to save it and then exit.

Notice

If exit without selecting any employee, the SMS type will become preset.

(2)If the selected type is common SMS or preset SMS, distribute cannot be used. After setting, press menu to save it and return to SMS list.

2)edit SMS

Press ▲/▼ in pop-out menu to select "edit", and SMS can be edited.

The operation is the same with that of add SMS.

3)delete SMS

Press ▲/▼ in the pop-out menu to select "delete", and the selected SMS can be deleted. At the same time, all information related with this record can be cleared.

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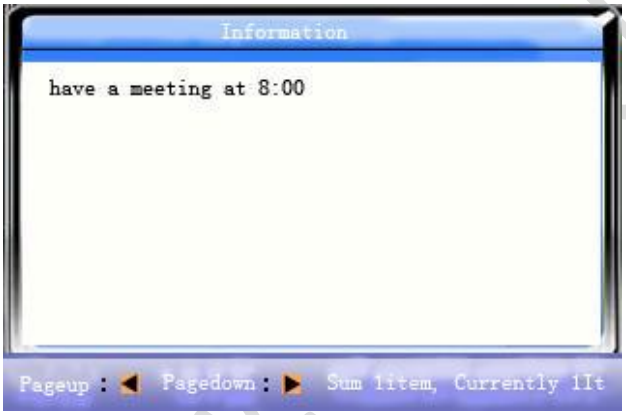
2.3.2 EMPLOYEE CHECK SMS

1)check common SMS

When the device is in standby state, the main interface will display pictures and current effective common SMS content in cycle. The display time interval is the same with that of picture display.

When appears on main interface of the device, press shortcut (defined in keyboard definition)to check current effective common SMS in time.



2)check individual SMS

When user passes verification, if the user has SMS, the SMS content will be displayed.

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The information display time length is 30 seconds. During this period, user verification can be done. Close the current display to enter verification interface.

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2.4 WORK CODE

Salary is based on attendance. There are many work types for employees. An employee may have different work type in different time period. Different work types have different pays. Therefore, in order to distinguish different attendance states when user is dealing with attendance data, the device has provided a parameter to mark which attendance record belongs to which work type.

Operation

Press ▲/▼ to read work code.

Press " page down & page up" to read work code.

Press OK to edit the selected work code.

Press menu to get work code setting menu.

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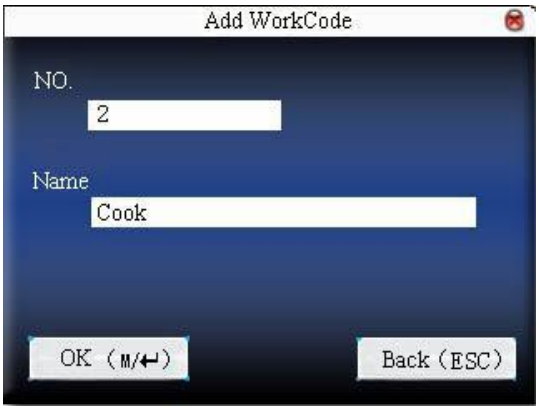
2.4.1 SET WORK CODE

1)add work code

Press ▲/▼ in pop-out menu to add a work code.

code: Work code

name: To indicate the work code



2)edit work code

Press ▲/▼ in pop-out menu to select "edit", and edit the name of selected work code. The operation is similar to that of add work code.

3)delete work code

Press ▲/▼ in pop-out menu to select "delete", and delete the selected work code.

2.4.2 USE WORK CODE

Press shortcut on standby interface (can be set in keyboard definition)to enter work code option interface.

User can input work code directly or press ▲/▼ to select work code from the list and press

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Menu, then press OK to save it and then return to the main interface.

2.5 ACCESS CONTROL OPTION

Access control option is to set user's open door time zone, control lock and related device's parameters.

To unlock, the enrolled user must accord with the following conditions:

1. The current unlock time should be in the effective time of user time zone or group zone.

2. The group where user is must be in access control (or in the same access control with other group, to open the door together).

The system default the new enrolled user as the first group, default group time zone as 1, access control as the first group, and the new enrolled user is in unlock (if user has modified the related setting of access control, the system will be changed with user's modification.)

Operation:

Press ▲/▼ to select your desired item, press OK to execute the current selected item.

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2.5.1 TIME ZONE SETTING

Time zone is the minimum unit of access control option. The whole system can define 50 time zones. Every time zone defines seven time sections (namely, a week). Every time section is the

effective time zone within 24 hours everyday. Every user can set 3 time zones. "or" exists among the three zones. It is effective if only one is satisfied. Every time section format is HH:MM-HH:MM, namely, accurate to minute.

If end time is smaller than start time (23:57- 23:56), the whole day is forbidden. If end time is bigger than start time(00:00- 23:59), it is effective section.

Effective time zone for user unlocking:00:00-23:59 or end time is bigger than start time.

Time Zone Setting
TZ 3 (1—50)
SUN 00 :00 To 23 : 59
MON 00 :00 To 23 : 59
TUE 00 :00 To 23 : 59
WED 00 :00 To 23 : 59
THU 00 :00 To 23 : 59
FRI 00 :00 To 23 : 59
SAT 00 :00 To 23 : 59
OK (M/↵)
Back (ESC)

Notice:

System default time zone 1 as whole day open(namely, the new enrolled user is unlocking).

Operation:

Input time zone number. If the enrolled time zone has number already, then the time zone setting will displayed automatically. Press ◄/► ▲/▼ to move the cursor to the input box, press numeric key on small keyboard to input value. Then press menu to save it and press ESC to exit.

2.5.2 Holiday setting

Special access control time may need during holiday. It is different to modify everybody's access control time. So a holiday access control time can be set, which is applicable for all employees.

Operation:

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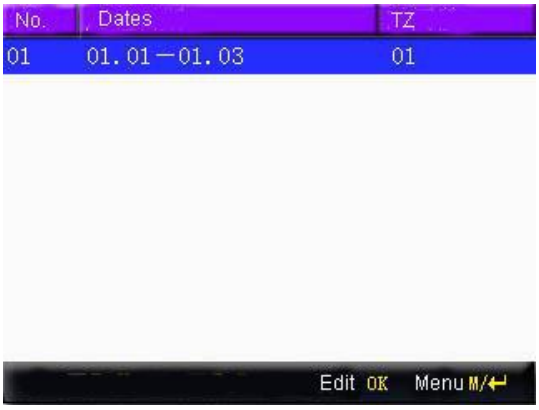

1) Add holiday Press Menu to get operation menu

Press ▲/▼ to select add.

Press ▲/▼ to move cursor to the input box. Press numeric key on small keyboard to input the value. After setting, press menu to save it.

Then press ESC to exit.

2) Edit holiday

Select the line to be edited. Press OK directly or press menu to select edit in operating menu.

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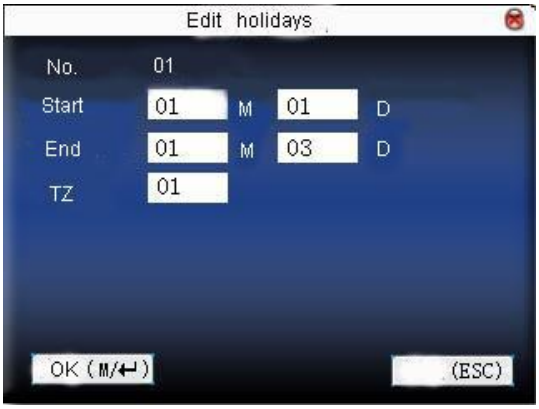

Press ▲/▼ to move cursor to the input box. Press numeric key on small keyboard to input the value. After setting, press menu to save it.

Then press ESC to exit.

3) Delete holiday

Select the line to be deleted. Press menu to select delete in operating menu.

Notice

If holiday access control time is set, user's open door time zone during holiday subject to the time zone here.

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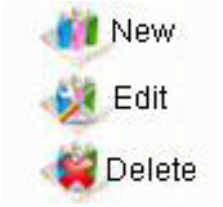
2.5.2 GROUP TIME ZONE SETTING

Grouping is to manage employees in groups. Employee in groups use group time zone by default. Group members can also set user time zone. Every group can hold there time zones. The new enrolled user belongs to Group 1 by default. He can also be allocated to other groups.

Operation:

1) Add group time zone



Press menu to get operating menu

Press ▲/▼ to select add. For example, to add a group whose time zone is 2 and 3, as shown below:

Notice

1. If holiday is effective, only when there is intersection between group zone and holiday time zone, can the group member open the door.

2. If holiday is ineffective, the access control time of group member won't be affected by holiday.

Press </> to move cursor to the item to be set. If it is the input box, press numeric keys on small keyboard to input the value. If it is the roll box, press ▲/▼ to switch the values. After setting, press menu directly to return to the last interface. Press " ESC " to cancel setting and return to the last interface.

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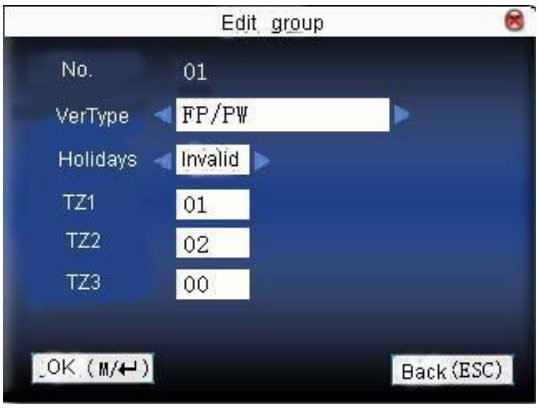
2) Edit group time zone

Select the line to be edited. Press OK directly or press menu to select edit in operating menu.



Press </> to move cursor to the item to be set. If it is the input box, press numeric keys on small keyboard to input the value. If it is the roll box, press ▲/▼ to switch the values. After setting, press menu directly to return to the last interface. Press "ESC" to cancel setting and return to the last interface.

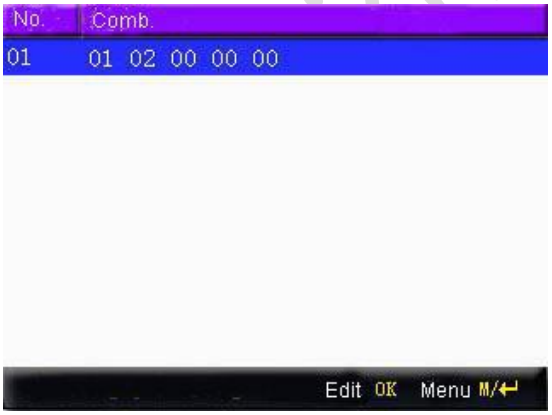
3) Delete group time zone

Select the line to be deleted. Press menu to select delete in operating menu.

2.5.4 Set access control

Make various groups into different access controls to achieve multi-verification and improve security. An access control can be made up of 5 groups at most.

Operation:



4)

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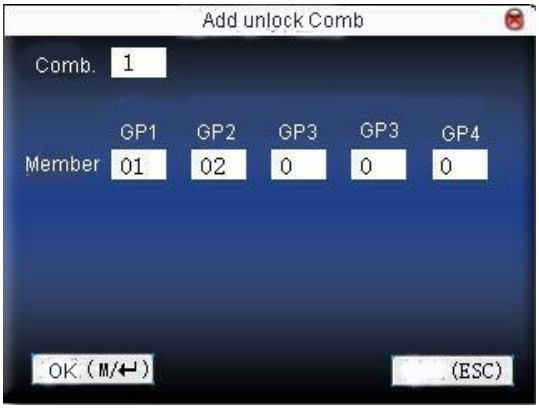
Add access control

Press menu to get operating menu:

Press ▲/▼ to select add.

For example, to add an unlocking combination which needs the verification of both group 1 and 2, as shown below:



Press ▲/▼ to move cursor to the input box. Press numeric key on small keyboard to input value. After setting, press menu to save it.

Then press ESC to exit.

5) Edit access control

Select the line to be edited. Press OK directly or press menu to select edit in operating menu.

Press ▲/▼ to move cursor to the input box. Press numeric key on small keyboard to input value. After setting, press menu to save it. Then press ESC to exit.

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Delete access control

Select the line to be deleted. Press menu to select delete in operating menu.

2.5.3 ACCESS CONTROL PARAMETER

Set device control locks and related device parameters.

Lock driver time length: Device control electronic lock is in enabling time. (effective value 1~10 seconds)

door sensor delay: After the door is open, delay the time to check door sensor. If door sensor state is different from the normal state of door sensor mode, alarm will be given off. This time is called door sensor delay. (effective value: 1~99 seconds)

1) door sensor mode:

It includes NONE, NC and NO. NONE means there is no door sensor. NO means the door is open normally. NC means the door is closed normally.

door sensor alarm: When abnormal door sensor state is detected, alarm will be given off after some time. This time is door sensor alarm. (effective value: 1~99 seconds)

alarm count: When the failed press times reach the set times, alarm signal will come out.(effective value 1~9 times)

NC time zone: Set time zone for access control NC. Nobody can unlock during this time zone.

NO time zone: Set time zone for access control NO. The lock is always in enabling state during this time zone.

Whether holiday is effective: Define time zone for NO or NC. Whether the time zone set in time zone is effective.

Notice

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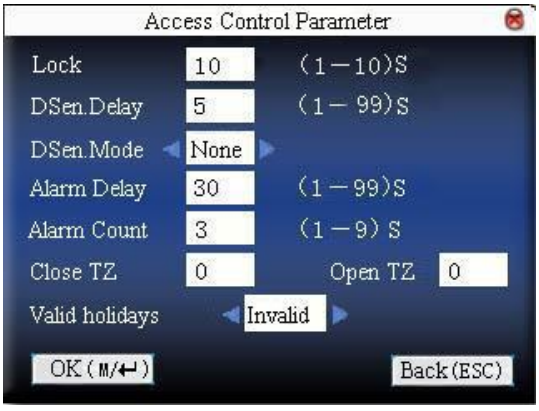
1.When time zone is set for NO or NC, please set door sensor mode as None, or alarm signal may come out during time zone of NO or NC.

2. If time zone of NO or NC has no definition, the device will prompt it and add the definition in time zone setting.

Operation:



Press </> to move cursor to the item to be set. If it is the input box, press numeric keys on small keyboard to input the value. If it is the roll box, press ▲/▼ to switch the values. After setting, press menu directly to return to the last interface. Press "ESC" to cancel setting and return to the last interface.

2.5.4 DURESS ALARM PARAMETER

There is duress alarm parameter setting in the device. When employee come across duress, select duress alarm mode, the device will open the door as usual. But the alarm signal will be sent to the alarmer.

Help key: If select "Yes", press help then press fingerprint in the following 3 seconds or press ID number, and duress alarm will come out after successful identification. If select "No", it is useless to press help. (help can be set in keyboard definition.)

1:1 Trig: if select "Yes", when user use 1:1 match mode, alarm signal will come out. Or there is no alarm signal.

1:N Trig: if select "Yes", when user use 1:N match mode, alarm signal will come out. Or there is no alarm signal.

Pwd Trig: If select "Yes", when user use password verification mode, alarm signal will come out. Or there is no alarm signal.

Alarm delay: After duress alarm gets started, the alarm signal is not output directly. But it can be defined. After some time, alarm signal will be generated automatically. (0-255 seconds)

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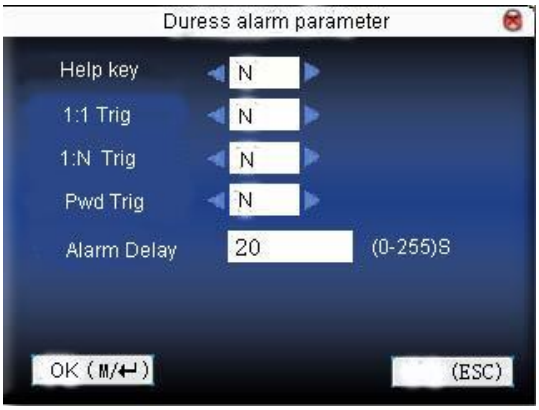
Operation:



Press </> to move cursor to the item to be set. If it is the input box, press numeric keys on small keyboard to input the value. If it is the roll box, press ▲/▼ to switch the values. After setting, press menu directly to return to the last interface. Press "ESC" to cancel setting and return to the last interface.

2.5.5 DISABLE ALARM

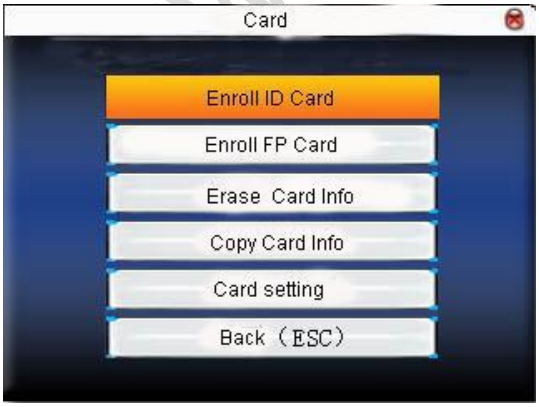
When the device is in alarm state, press menu, the device will say "are you sure to disable alarm ". If not, the alarmer will moo all the time. After the alarm is disabled, the device will recover normal state.

Alarm types: door sensor alarm, tear-down alarm and duress alarm.

2.6 CARD MANAGEMENT

Support Mifare non-touch intelligent card with working frequency of 13.56MHZ. Integrate fingerprint attendance to other systems and support multi- verification mode to meet the demands of different people.

Operation



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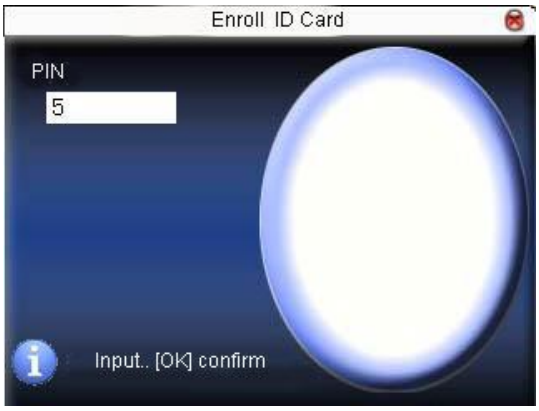
Press ▲/▼ to select your desired item, press OK to execute the current selected item.

2.6.1 ENROLL CARD

Use Mifare card as ID card. Only card number is needed to enroll.

Operation



1. Enroll

Step 1:Select enroll card and then press OK.

Step 2:press keyboard to input the number to be enrolled(if the number has been there already, the device will prompt you to copy the information to the card.),and then press OK.

Step 3:The device prompts to show card.

Step 4: Put the card in the induction area until the operation is successful.

2. verification:

Sway the card in the induction area. After the device inducts the card, move the card off. When the verification is successful, the device will give prompt.

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Tips:

Please enter user access control option to modify the verification mode as RF, or verification won't be successful.

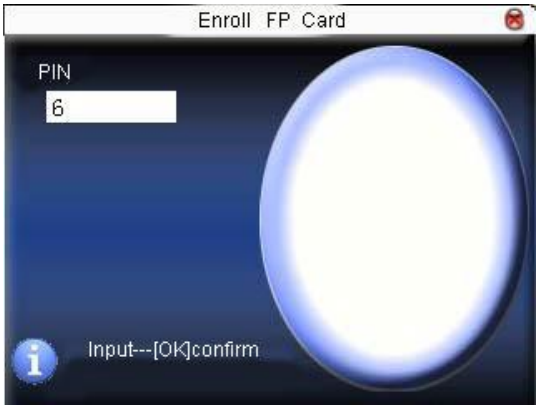
2.6.2 ENROLL FINGERPRINT CARD

Enroll fingerprint and write fingerprint into card.

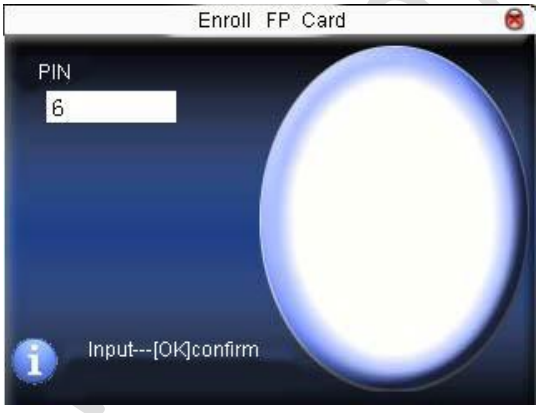
Operation

1. Enrollment

Step 1:Select enroll fingerprint card and press OK.



Step 2:Use keyboard to input the number to be enrolled(if the number has been there already, the device will prompt you to copy the information to the card.),and then press OK. The device will prompt you to move off your finger.



Step 3: Press finger properly three times.

Step 4: Device prompts "please show card".

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Step 5:Put the card in the induction area, waiting for the device to read fingerprint data into card until the enrollment succeeds.

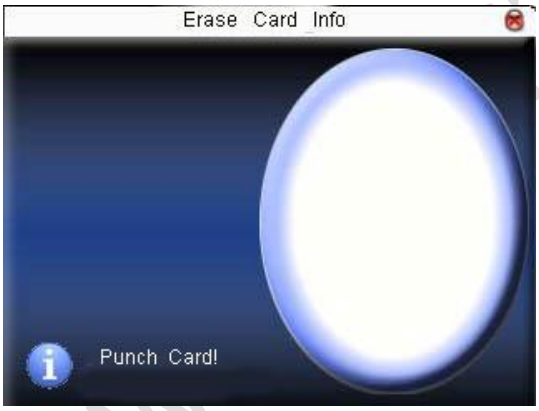
2. verification:

Sway the card in the induction area. After the device inducts the card, move the card off. When the verification is successful, the device will give prompt. If the pressed fingerprint is different from that stored in the card, the verification will fail.

2.6.3 CLEAR CARD INFORMATION

Delete all the information in the card being operated at present.

Operation



Put the card in the induction area, waiting for device to delete all the information in the card. If the card data has been stored in the device, the device will remind you whether to delete the information in the device or not. "Yes" is to delete the user's fingerprint and information in the device. "No" is to keep the information.

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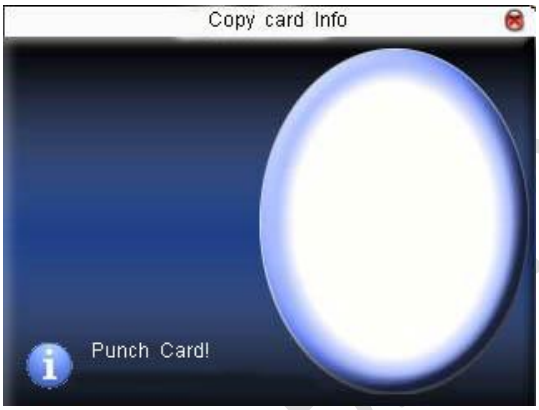
2.6.4 COPY CARD INFORMATION

Copy card information to the device(after copy, the fingerprint is still in the card),then press fingerprint attendance directly on the device, with no need of using Mifare card.

Operation

Press ▲/▼ to select " only copy user information" or "copy user information and fingerprint", and then press OK.



2.6.5 SET CARD PARAMETER VALUE

Set password of Mifare card and decide whether the information should be saved or not.

fingerprint card password :After the password is set, the device will write password into the enrolled fingerprint card. Then the fingerprint card can only be used on this device.

Save the information: Decide whether to save the enrolled information to the device when enrolling card or fingerprint card. "No" means the information is only saved in the card. "Yes" means the information is saved in both card and device.

Operation

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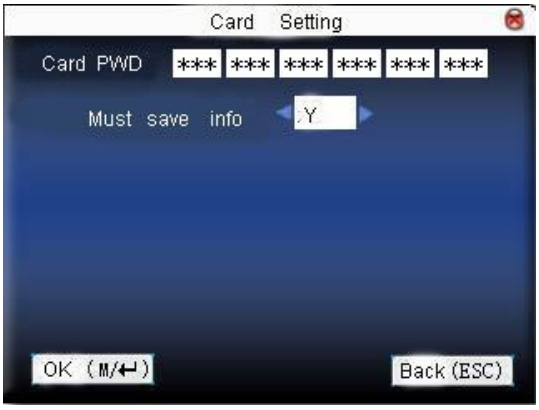

Press </> to move cursor to the item to be set. If it is the input box, press numeric keys on small keyboard to input the value. If it is the roll box, press ▲/▼ to switch the values. After setting, press menu directly to return to the last interface. Press "ESC" to cancel setting and return to the last interface.

Notice

Card induction area is 3cm—5cm above fingerprint reader.

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3 COMMUNICATION OPTION

When the device and PC are used to transmit data, it is necessary to use communication wire to set communication parameters in the device. When the device is in communication, "communicating…" appears. Don't operate the device then.

Notice

: When the device is communicating with computer, please check the setting here. The parameters here must be in accordance with that of software communication interface.

3.1 NETWORK OPTION

When Ethernet is used for communication of device and PC, the following settings need to be checked:

Device IP address: IP is 192.168.1.201 by default. You can modify it if it is necessary. But it cannot be the same with that of PC.

Subnet mask: It is 255.255.255.0 by default. You can modify it if it is necessary.

Gateway address: It is 0.0.0.0 by default. If the device and PC are in different net segment, it is necessary to set address.

Net speed: Set the speed according to the LAN where the device is.

Operation

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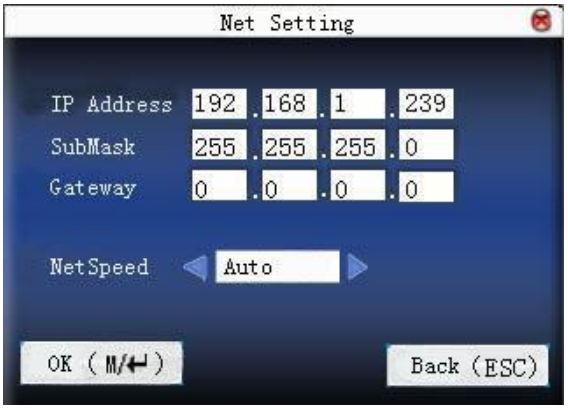


Press </> to move cursor to the item to be set. If it is the input box, press numeric keys on small keyboard to input the value. If it is the roll box, press ▲/▼ to switch the values. After setting, press menu directly to return to the last interface. Press "ESC" to cancel setting and return to the last interface.

3.2 SERIAL PORT OPTION

When serial port (RS232/RS485) is used for communication of device and PC, the following settings need to be checked:

Baud rate: Used for communication with PC. There are five options: 9600, 19200, 38400, 57600 and 115200. If the communication speed is high, RS232 is recommended. If the communication speed is low, RS 485 is recommended.

RS232: Whether use RS232 to communicate. Select "Yes" if RS232 is to be used.

RS485: Whether use RS485 to communicate. Select "Yes" if RS485 is to be used.

USB: Whether use USB to communicate. Select "Yes" if USB is to be used.

RS232, RS485 and USB cannot be used at the same time.

Operation

Press </> to move cursor to the item to be set. Press ▲/▼ to switch the values. After setting, press menu directly to return to the last interface. Press "ESC" to cancel setting and return to the last interface.

3.3 CONNECTION OPTION

When RS232/RS485 is used for communication of device and PC, it is necessary to set device ID.

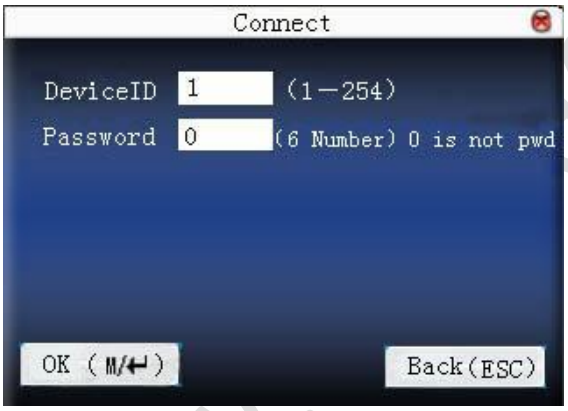
Device ID: 1—254. If RS232/RS485 is used, this ID needs to be input on the software communication interface.

To improve the security of attendance data, connection password needs to be set here. Connection password must be input when PC software is to connect device to read data.

connection password :System password is 0 by default.(namely, there is no password.)it can be set as other value.

After setting, the password must be input if software is to communicate with device. Or the connection will fail. The password length is 1~6 digits.

Operation



Press ▲/▼ to move cursor to the input box. Press numeric key on small keyboard to input the value. After setting, press menu directly to return to the last interface. Press "ESC" to cancel setting and return to the last interface.

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3.4 WIRELESS OPTION

Before the device is used for wireless network, other physical groupware of 802.11 network, such as joint, distributing system, wireless medium must be in existence. ESSID to connect to the network must be known (network ID).

Network ID: Network ID to be connected to wireless network. (There is difference between small letter and capital letter.)

Network model: there are two models: infrastructure model (for star structure) and ad - hoc model (for peer-to-peer-network).

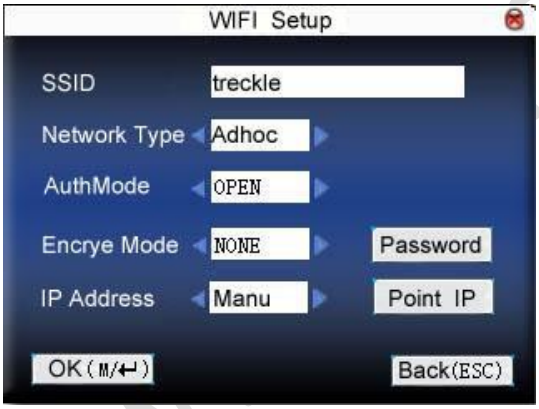
Authentication mode: Infrastructure mode includes five authentication modes: OPEN, SHARED, WEPAUTO, WPAPSK and WPA2PS002E.

ad-hoc model includes four authentication modes: OPEN, SHARED, WEPAUTO and WPANONE.

Encrypt type:when the selected encrypt type is NONE,the password in WEP (Wired equivalent privacy) and WPA (WiFi protested access) cannot be edited, namely, it is not necessary to input password.

Device IP address :In 802.11 wireless network, there is DHCP. Or enter IP interface to input correct IP address, subnet mask and so on.

Operation



Press ▲/▼ to switch cursor to the input box or button. Use T9 input to input network ID, which must be input, or the cursor cannot be moved to other input box. Then press </> to select the item to be set or press OK to do corresponding operation.

1)set password :

According to the selected authentication mode and different encrypt types, the interface where password is set is also different. There are two interfaces: WEP and WPA.

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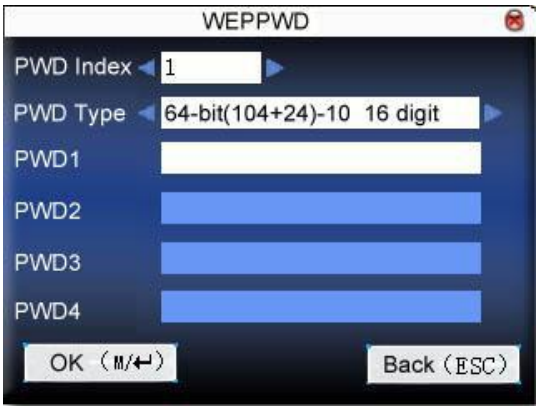
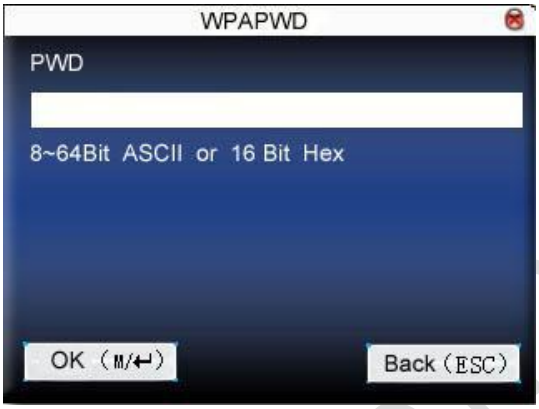
WEP password



Input correct password. There are four passwords in WEP password. If the four passwords are set properly, only the current selected password is the effective value.

WPA password



Input correct password ,set password, press OK or menu to save the setting, and then return to wireless option interface.

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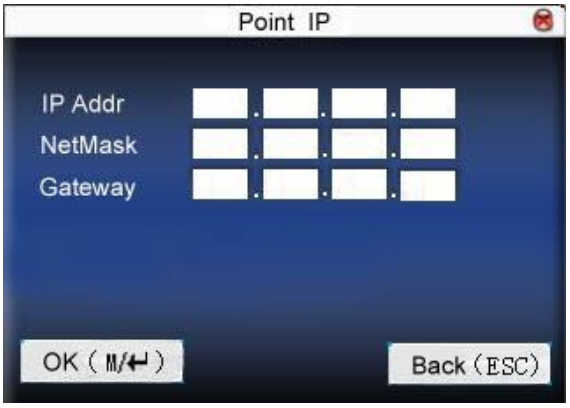
2)specify IP:

Specify the device IP in wireless network. It has nothing to do with network option in communication option.

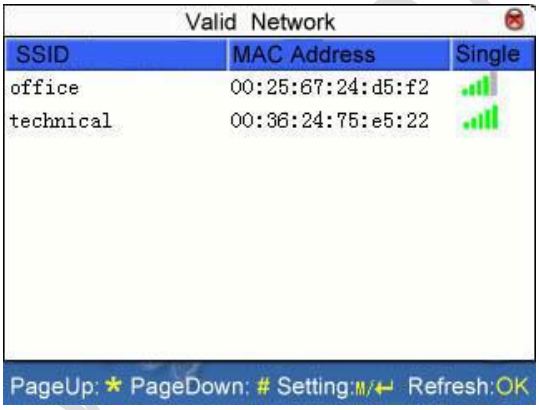


After IP is specified, press OK or menu to save the setting, and then return to wireless option interface.

After setting, press OK or menu directly to return to the last interface. Press "ESC" to cancel setting and return to the last interface.

3.5 WIRELESS NETWORK

Check wireless signal and the signal intensity received in the current environment to create condition for user to select better network.



Press M/OK to set the selected wireless network.

Press < to refresh the list.

3.6 WIEGAND OPTION

Define Wiegand input & output format.

3.6.1 INPUT CONFIGURATION

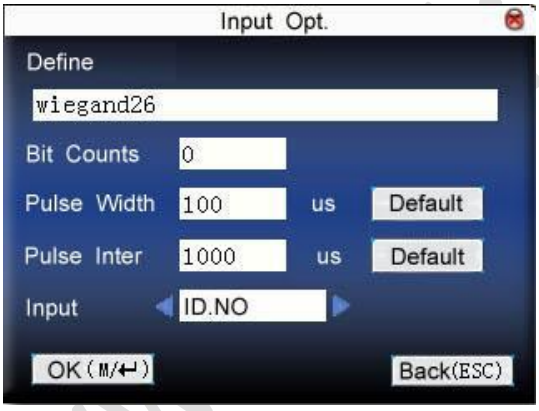
User defined format:User defined Wiegand input format bit digit:Wiegand data digit length

pulse width:Pulse width is 100 microseconds by default, which can be adjusted from 20 to 800.

Pulse interval:It is 900 microseconds by default, which can adjusted between 200 and 20000.

Input content:Content contained in Wiegand input signal, including work code or card number.

Operation



Input the name of user-defined format. Press </> to move cursor to the item to be set. If it is the input box, press numeric keys on small keyboard to input the value. If it is the roll box, press ▲/▼ to switch the values. After setting, press menu directly to return to the last interface. Press "ESC" to cancel setting and return to the last interface.

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3.6.2 OUTPUT CONFIGURATION

format: It is the defined format in the system. User need not specify total digit and the information position.

There are 4 definition formats by default in the system:Wiegand 26 with site code, Wiegand 34 with site code, Wiegand 26 without site cod and Wiegand 34 without site code.

Wiegand26 with site code means W26 format output with device ID.

Wiegand26 without site code means W26 format output without site code. If there is no site code, then the signal not to be output does not contain the information. If there is site code, the output is the set site code(similar to device ID. But this code is specified by the user and different devices can be repeated, with range of 0-255.).

Failed ID: It is the failed ID after unsuccessful verification. "close" means not to output it. (with range of 0-65534)

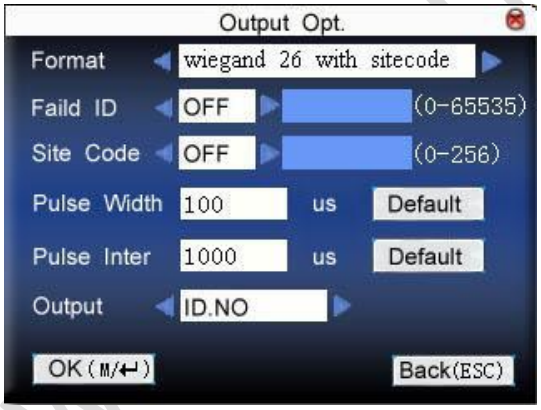
Site code:Similar to device ID. But the code is specified by user.

Different device can be repeated. (With range of 0-255) pulse width:Pulse width is 100 microseconds by default, which can be adjusted from 20 to 800.

Pulse interval:It is 900 microseconds by default, which can adjusted between 200 and 20000.

Output content:Content contained in Wiegand output signal, including work code or card number.

Operation



Input the name of user-defined format. Press </> to move cursor to the item to be set. If it is the input box, press numeric keys on small keyboard to input the value. If it is the roll box, press ▲/▼ to switch the values. For example, to modify failed ID as 10,press ▲/▼ firstly to select "Yes", then input 10 in the input box.. After setting, press menu directly to return to the last interface. Press " ESC " to cancel setting and return to the last interface.

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4 SYSTEM OPTION

Set system parameters to meet user's demand as many as possible.

4.1 SYSTEM PARAMETER

1:1 matching threshold value: The similarity of ID+fingerprint verification and the enrolled template 1:N matching threshold value: The similarity of verification and the enrolled template

Recommended matching threshold value:

Matching threshold value

FRR	FAR	1:N	1:1
High	low	45	25
middle	middle	35	15
low	high	25	10

Time format: Time format displayed on the initializing interface of fingerprint sensor Press ▲/▼ to select format. The fingerprint sensor supports ten date format: YY-MM-DD, YY/MM/DD, YY.MM.DD, MM-DD-YY, MM/DD/YY, MM.DD.YY, DD-MM-YY, DD/MM/YY, DD.MM.YY and YYYYMMDD. Select your desired date format.

keyboard voice: Press ▲/▼ to set whether the key has voice or not. "Yes" means having voice, and "No" means no voice.

Voice prompt: Press ▲/▼ to select whether to give voice prompt or not. The device will give corresponding voice prompt during operation.

volume: Press ▲/▼ to set it.

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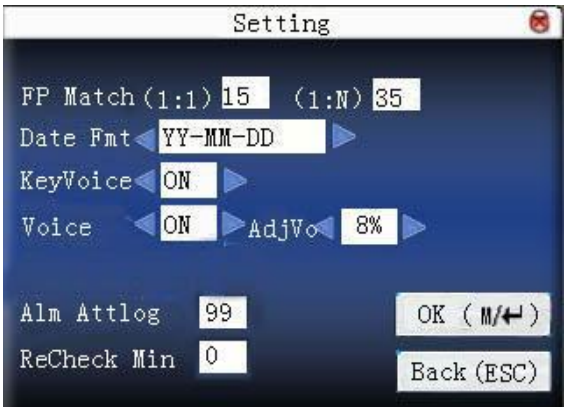
attendance record alarm: when the free space reaches the set value, the device will give alarm automatically (effective value is 0~99,0 means the space is all used and there is no alarm.)

repeat verification time: it is in the set time range(unit :minute). If somebody's attendance record has been there, then the record of second attendance won't be saved. (effective value is 0~60 minutes. 0 means all the records after verification are saved.)

Operation



Press ▲/▼ to move cursor to the input box. Press numeric key on small keyboard to input the value. If it is the input box, press numeric keys on small keyboard to input the value. If it is the roll box, press </> to switch the values. After setting, press OK or menu directly to save the setting and return to the last interface. Press "ESC" to cancel setting and return to the last interface.

4.2 DATA MANAGEMENT

Delete attendance record:Delete all attendance records.

Delete all data:Delete all enrolled employees' information, fingerprint and attendance record.

Clear management access:Change all administrators into common users.

Delete attendance photo: delete all employees' attendance photos.

Delete photos of black list: delete the saved photos which fail in passing attendance record.

Notice:If the device has access control function, when all data are deleted, the device needs to be restarted to continue enrollment, or the new enrolled employee has no unlocking access.

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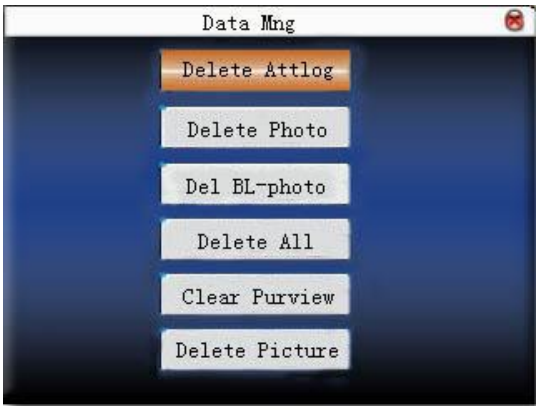
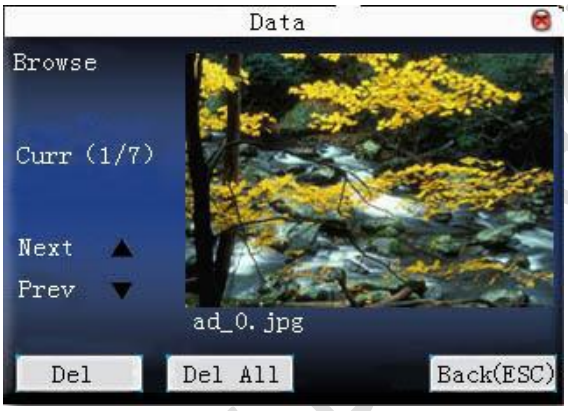
Operation



Press ▲/▼ to move cursor to the selected button. Press OK or menu to start operation. The device will remind you whether to continue the current operation or not. Then press OK or menu to delete all the data, which won't be recovered after deletion. Press "ESC" to return to the last interface.

Clear propaganda picture:Clear the propaganda pictures uploaded to the device from U disk. Operation



Press " ▲/▼ " to preview the propaganda pictures in the device. Click OK to delete all these pictures. After deletion, the next picture will appear. Click "delete all" to delete all the propaganda pictures in the device. Then press "ESC" to return to data management interface.

4.3 UPGRADE FIRMWARE

Use software to upgrade firmware program.

Notice:If you need such upgrade file, please contact technician.

Usually, firmware upgrade is not recommended.

Operation

Insert U disk with upgrade file into the slot. The device will identify the file automatically. The device will give prompt whether it is successful or not.

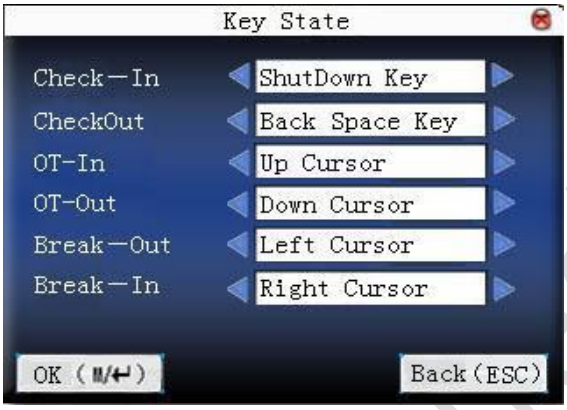
4.4 KEYBOARD DEFINITION

4.4.1 STATUS KEY DEFINITION

User defined the device's attendance status key. Press corresponding status key to record attendance.

Press any status key on the standby interface, and the attendance status and status key will be displayed at the left bottom of the screen.

Operation



Press ▲/▼ to move cursor to the input box. Press ▲/▼ to switch the values. After setting, press OK save the setting. And press "ESC" to cancel setting and return to the last interface.

Notice

1. If some status key is useless, set the status key as None.

4.4.2 SHORTCUT DEFINITION

Define the shortcut function of various keys. The key can be defined as attendance status

Shortcut or check shortcut.

Press corresponding key on the standby interface, attendance status will appear or enter the function interface quickly.

Operation

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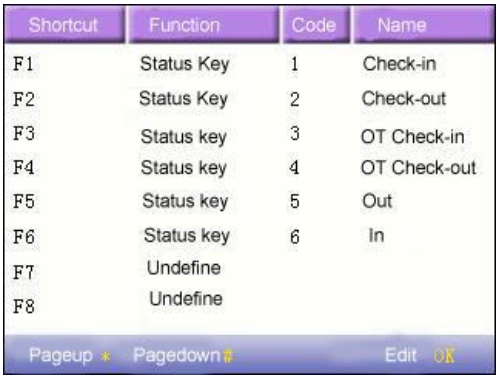


Press ▲/▼ to read shortcut definition.

Press " Page up & Page down" to read shortcut definition. Press OK to edit the selected shortcut.

4.4.2.1 SET SHORTCUT

Select a shortcut,press OK to enter edit interface.

function:Set shortcut function for his key, including status key , work code and SMS check.

The following options will appear after the status key is selected:

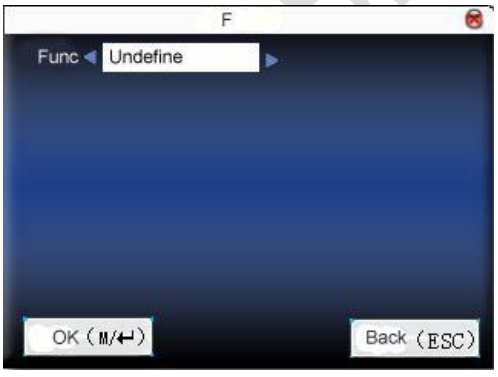
code:Allocate a code for status key to provide convenience to check the record statistics.

name:The name of key status

auto switch:When it reaches the set time point, the device will switch the attendance status automatically.

1)set it as function key

Operation



Press ▲/▼ to set " # " as help.

2)set it as status key

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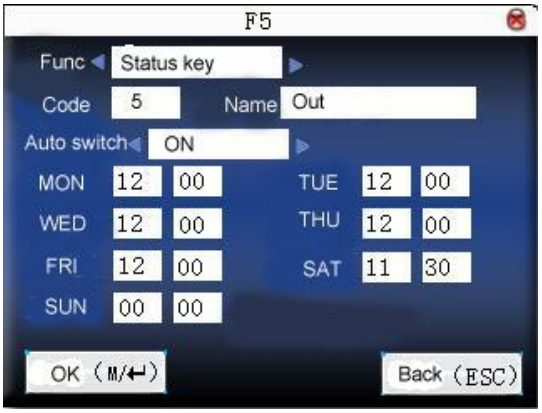


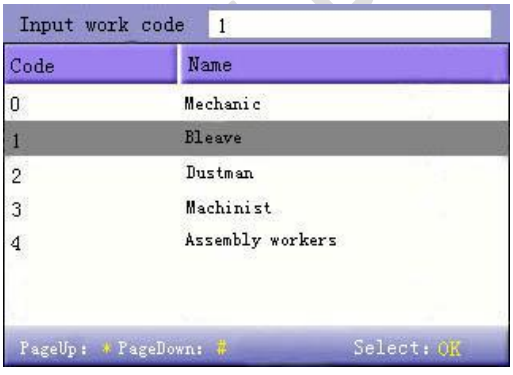
Press ▲/▼ to move cursor to the input box. Press numeric key on small keyboard to input the value. After setting, press menu directly to save the setting and return to the last interface. Press "ESC" to cancel setting and return to the last interface.

4.4.2.2 USE SHORTCUT

1) status key

Press "F3" on standby interface and the corresponding status will appear at the left bottom.

2) shortcut key



Set " * " as work code in setting.

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Press " * " on standby interface to enter the interface of work code.

4.5 INTERFACE OPTION

When user is using 1:1 match or password verification,he may forget to enroll fingerprint or does not press the finger in the proper way. For user's convenience and to reduce repeat key, the device allows retry. User can set initializing interface's display style.

Select clock:After verification, the selected clock mode will be displayed on the screen.

Display propaganda picture:User can display some propaganda pictures on the screen.

1)picture cycle interval means how soon will the picture be changed(effective value is 3~999 seconds.)

2)time display delay means the clock picture display time length after verification. After the display delay, the propaganda picture will be displayed on the initializing interface again (with effective value of 0~999 seconds, and 0 means displaying clock all along.)

Photo mode: when the employee is in attendance record, grasp photo and save it? It is aimed at the setting of all employees.

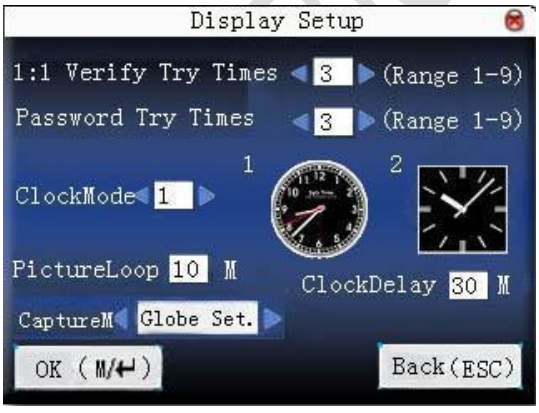
There are 4 modes: take photo: take photo but not save photo during attendance record.

No photo taken: there is no photo taken during attendance record.

Taken photo and save photo: take photo and save photo during attendance record.

Save photo even if fail in pass: take photo and save photo when employee fails three times in passing attendance record.

Operation



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Press ▲/▼ to move cursor to the input box. Press numeric key on small keyboard to input the value. After setting, press menu directly to save the setting and return to the last interface. Press "ESC" to cancel setting and return to the last interface.

4.6 RESET

Make device's communication option,system option and so on reset to the state of factory.

Factory reset:

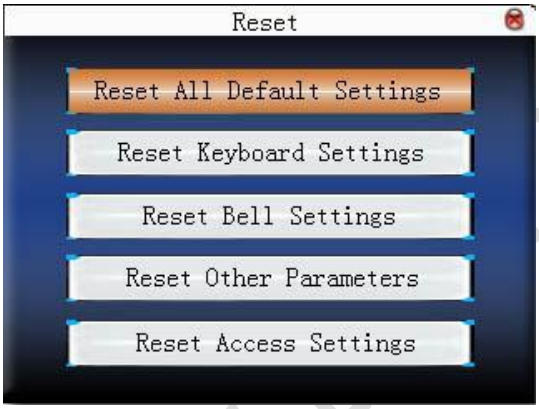
Make all the parameters in the device reset to the state of factory.

Reset keyboard definition:Reset the corresponding setting of keyboard definition to that of factory.

Reset bell option:Only reset bell option to factory state.

Reset other parameters: only reset communication option,system parameter,interface option and so on to factory state.

Reset access control option: Only reset access control option and user access control option to factory state.



Press ▲/▼ to move cursor to the button to be operated. Press OK to start operation. The device will say " Are you sure to execute the current operation?". Press OK to reset it to factory state and press "ESC" to cancel operation.

Notice

The employee's information and attendance data won't be deleted when this operation is being done.

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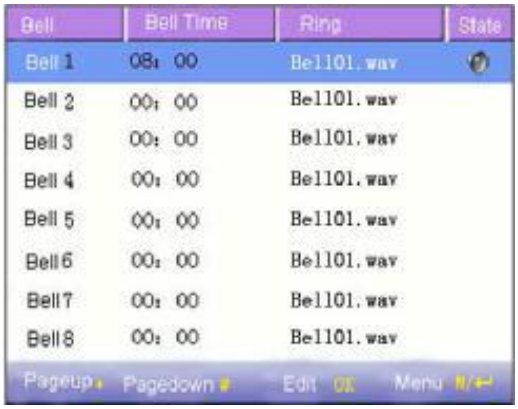
4.7 BELL OPTION

Many companies need bell for on-duty and off-duty. Some use manual bell. Some use electronic bell. To save cost and provide convenience for management, we integrate bell functions to fingerprint sensor. You can set time for bell. When it is the scheduled time, the fingerprint sensor will play the selected ring automatically. And the ring will stop automatically when it is the end time.

Operation:


Bell
Bell Time
Ring
State
Bell 1 08: 00 Bell01.wav
Bell 2 00: 00 Bell01.wav
Bell 3 00: 00 Bell01.wav
Bell 4 00: 00 Bell01.wav
Bell 5 00: 00 Bell01.wav
Bell 6 00: 00 Bell01.wav
Bell 7 00: 00 Bell01.wav
Bell 8 00: 00 Bell01.wav
Pageup+ Pagedown # Edit OK Menu M/↵

Press ▲/▼ to read bell option.

Press " Page up & Page down" to read bell option.

Press M/<- to enable/disable the selected bell.

Press OK to set the selected bell and edit the bell.

Bell time:The bell rings automatically when it is the specified time.

Ring option:Bell ring

Adjust volume: ring volume

Ring counts:Ring times

Bell status:Whether to enable this bell

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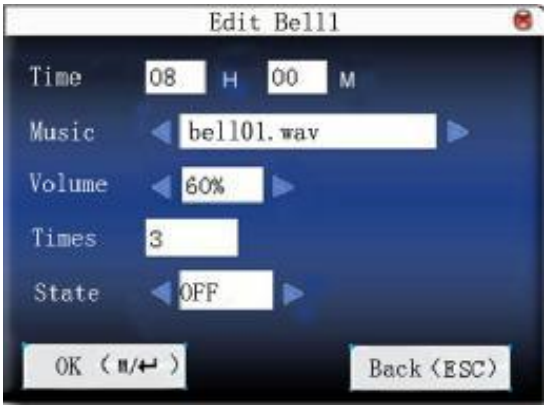


Press ▲/▼ to move cursor to the input box. Press numeric key on small keyboard to input the value. After setting, press menu directly to save the setting and return to the last interface. Press "ESC" to exit.

Notice

Ring time can be set with week as the period, namely, the bell rings automatically at some time of some day in a week. This function is not the must configuration. If you want it, please contact our businessman or technician.

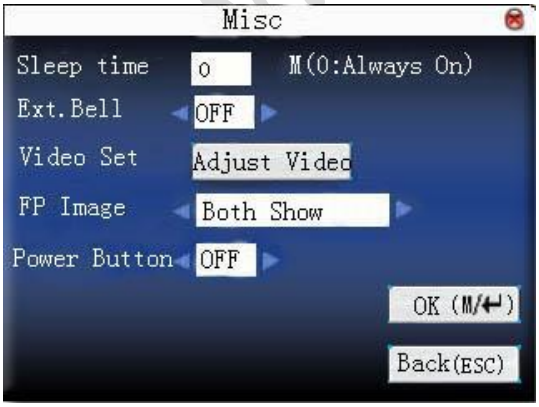
4.8 OTHER OPTIONS

Set sleep time, external bell and other parameters for the device.

Scheduled sleep:When it is the scheduled sleep time, the device not in operation will enter sleep status. Press any key or finger to awake it.

External bell:whether to enable external bell (It is the bell ring given off from external electronic bell, connected with the internal of the device, instead of the device speaker.

Video setting: set parameters of camera installed in the device and adjust the camera effect to the best.



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fingerprint image display:Select whether to display the fingerprint image on the screen when it is enrolling or verifying There are 4 options:display upon both enrollment and verification, only display upon enrollment, only display upon verification, not display upon enrollment and verification.

Lock power-off:To prevent hostile power-off, select whether to lock power-off or not.

"disable": the power is off 3 seconds after pressing power-off.

" enable ",it is ineffective after pressing power-off.

Notice

1. External bell function needs support of device hardware.

If you need it, please contact with our businessman or technician.

2. Only device with power-off function has lock power-off option.

Operation

Press numeric key on small keyboard to input the value to be set.

After setting, press directly to save the setting and return to the last interface. Press "ESC" to cancel the setting and return to the last interface.

Video setting

Press ▲/▼ to select "adjust video setting", press "OK" to enter video setting adjustment interface.

After entering the interface, the device is under the mode of grasp.

Press ▲/▼ to switch option input box. Press numerical key on small keyboard to input correct value to adjust the taking effect of camera.

Then press or OK to save setting.

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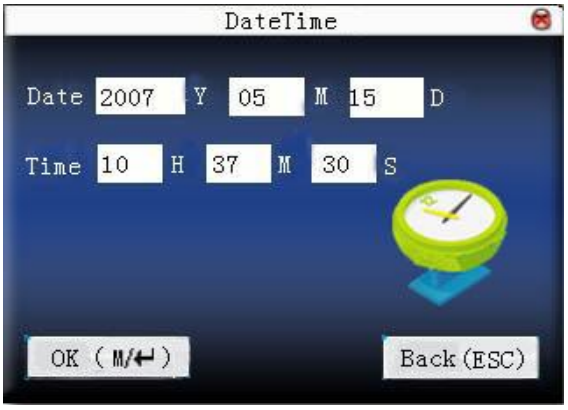
5 TIME DATE

5.1 TIME DATE OPTION

Accurate attendance time is based on accurate time date.

Enter time date to set options:

Operation



Press ▲/▼ to move cursor to the input box. Press numeric key on small keyboard to input the value. After setting, press menu directly to save the setting and return to the last interface. Press "ESC" to cancel setting and return to the last interface.

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5.2 DLST

DLST,also called Daylight Saving Time,is a system to prescribe local time in order to save energy. The unified time adopted during the system date is called "DLST". Usually, the time will be one hour forward in summer. It can make people sleep early and get up early. It can also reduce lighting to save power. In autumn, the time will be recovered. The regulations are different in different countries. At present, nearly 110 countries adopt DLST.

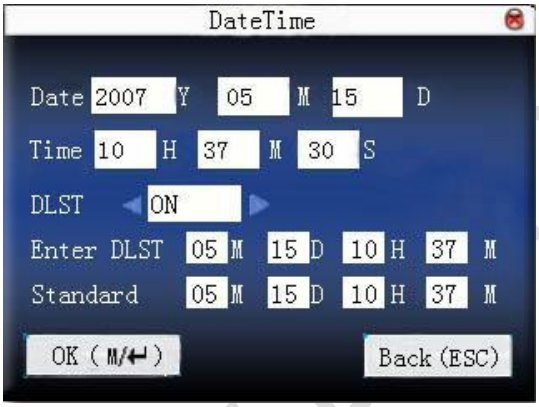
To meet the demand of DLST, a special option can be customized on our RF Card Time & Attendance recorder. Make the time one hour forward at XX (minute) XX (hour) XX (day) XX (month), and make the time one hour backward at XX (minute) XX (hour) XX (day) XX (month) if necessary.

Notice

Only some models have DLST function. If you need it, please contact our business representative or technician.

Operation

When the device has DLST function, the option will be appeared on time date interface:



1)Set DLST as " enable "

2)Input DLST start time and end time.

For example, if 08:00, April 1st is set, the device enter DLST,and the time will be one hour forward. If it is 08:00,August 1st, the device will reset normal time.

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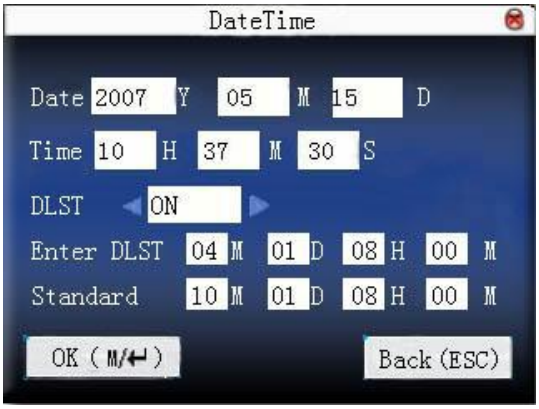

3)Press M<- /"OK" to save setting. Press "ESC" to exit without saving.

6 U DISK MANAGEMENT

Import user information, fingerprint template, attendance data and so on in the device to attendance software or import user information and fingerprint to other devices through U disk.

6.1 DOWNLOAD DATA

6.1.1 DOWNLOAD ATTENDANCE DATA

Save all attendance data in the device to U disk.

Operation

1) Insert U disk into USB slot of fingerprint sensor through mini USB.

2) Press " ▲/▼ " to download attendance data.

Press OK for verification. "downloading data, please wait…"will appear on the display when the device is downloading attendance data until it is successfully downloaded.

3)Press "ESC" to return to initializing interface. Pull out U disk.

X_attlog.dat(attendance log)will be saved in U disk. (X stands for device ID.).

6.1.2 DOWNLOAD USER DATA

Save all users' information and fingerprint in the device to U disk.

Operation

Insert USB flash disk into USB slot of fingerprint sensor,press " ▲/▼ " to download user, then user.dat(user information)and template.dat (fingerprint template)will be saved in U disk.

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6.1.3 DOWNLOAD SMS

Save SMS added to the device to U disk.

Operation

Insert U disk into USB slot of fingerprint sensor. Press " ▲/▼ " to select download SMS. After successful download, udata.dat and sms.dat can be seen in U disk.

6.1.4 DOWNLOAD USER PHOTO

Save employee's photo into U disk.

Notice: Only some models possess the function to download user photos.

Operation:

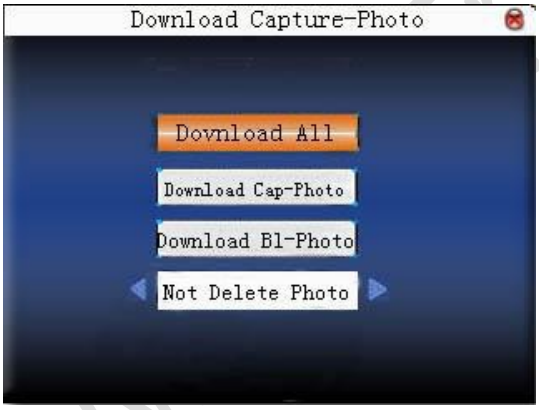
Insert USB flash disk into USB slot of fingerprint sensor,press " ▲/▼ " to download user,then the picture named with work code will be seen in U disk.

6.1.5 DOWNLOAD ATTENDANCE PHOTO

Download attendance photos and black list photos saved in device to U disk. The format of photo is JPG.

Notice: Only some models possess the function to download attendance photos.

Operation:



Insert U disk into USB slot of fingerprint sensor, press " ▲/▼ " to download attendance photo.

Download all photos: including attendance photos and black list photos.

Download attendance photo: only download attendance photo to U disk.

Download black list photo: only download blacklist photo to U disk.

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Delete downloaded photo: select " not delete downloaded photo", the photo will be in the device after download.

Select "delete downloaded photo", the corresponding photos will be deleted after download.

Press " ▲/▼ " to select type of photo to be downloaded. Press </> to decide whether to delete downloaded photos or not. The first directory in U disk is pic_ machine ID. Attendance photos are saved in second directory pass. And blacklist photos are saved in second directory bad.

6.2 UPLOAD DATA

6.2.1 UPLOAD USER DATA

Upload user information and fingerprint saved in U disk to device.

Operation

Insert U disk into USB slot of fingerprint sensor. Press " ▲/▼ " to select upload user data, then press OK, and user.dat (user information) and template.dat(fingerprint template)in U disk will be uploaded to the device. If there are no such files, "data copy error" will appear.

6.2.2 UPLOAD SMS

Upload SMS in U disk to the device.

Operation

Insert U disk into USB slot of fingerprint sensor. Press " ▲/▼ " to select upload user data, then press OK, and udata.dat and sms.dat will be uploaded to the device.

6.2.3 UPLOAD USER DEFINED PICTURE

Upload JPG picture started with "ad_" in U disk to the device. Then these pictures will be displayed on the initializing interface.

Operation

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Insert U disk into USB slot of fingerprint sensor. Press " ▲/▼ " to preview the pictures in U disk. To upload the picture, click OK.

Then the next picture will appear automatically. After upload, press "ESC" to exit.

6.2.4 UPLOAD USER PHOTO

Upload JPG picture named with work code in U disk to device.

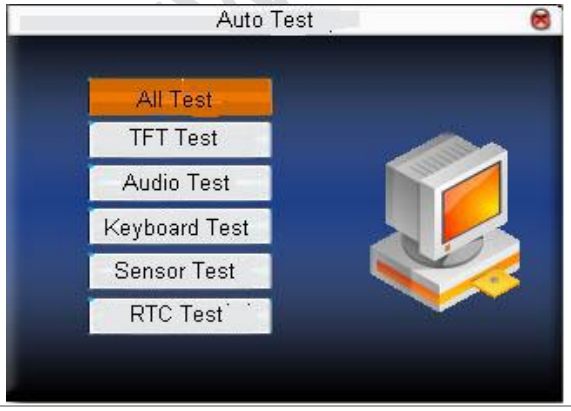
Then the employee's photo will be displayed upon fingerprint verification.

The operation is the same with that of upload user defined picture.Insert U disk into USB slot of fingerprint sensor. Press " ▲/▼ " to preview the pictures in U disk. To upload the picture, click OK.

Then the next picture will appear automatically.After upload, press "ESC" to exit.

7 AUTO TEST

The device can test various modules automatically to help operator to judge the module with fault quickly, including test of TFT display, voice prompt, clock, keyboard, and fingerprint sensor.



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Press ▲/▼ to select the item to be selected. Press OK to start it.

7.1 TFT DISPLAY TEST

The device can automatically test TFT color display effect (through color display, white display and black display) to see whether the screen works normally.

Press OK to continue and press "ESC" to exit.

7.2 VOICE TEST

The device can automatically test voice prompt effect through playing voice files in the device to see if the files are complete and the voice effect are good or not.

Press OK to continue and press "ESC" to exit.

7.3 KEYBOARD TEST

The device can automatically test various keyboards to see if the keys work normally or not.

Press any keyboard on the test interface (except for OK and "ESC") to check whether the pressed keyboard is in accordance with that displayed on the screen. ▮ will appear if it is the right key, and ▮ will appear if it is not the right key.

Press "ESC" to exit.

7.4 SENSOR TEST

The device will automatically test the sensor to see if it works normally. Press fingerprint to see if the image is clear and usable.

Press fingerprint on the sensor window and the fingerprint image will appear on the screen.

Press "ESC" to exit.

7.5 REAL-TIME CLOCK

The device can automatically test the clock to see if it works normally.

Press OK to start time and then press OK to stop time.

Press "ESC" to exit.

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8 QUERY RECORD

Employee's attendance record will be saved in the device. For query convenience, query record function is provided.

8.1 QUERY ATTENDANCE

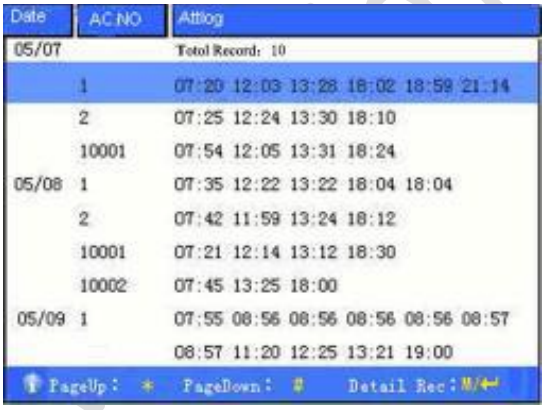
According to user's input query condition, the record will be displayed on the screen for user to check.

Enter query attendance, input corresponding information in the query condition input box.

1) When the input work code is blank, all employees are queried.

2) When a work code is input, then only an employee's attendance record can be queried.

After query, the records in accordance with the conditions will be displayed on the screen:



Press ▲/▼ to move the cursor to the line to be queried. And press OK to check attendance record.

For example, the following is the detailed attendance information of employee 10001 on May 8th:

At the bottom of the screen, there are some capital letters with their meanings.

Verification

F: Fingerprint verification

P: Password verification

Status

It is the attendance status. The code displayed in the list is the status code. And status name will be displayed in the information column.

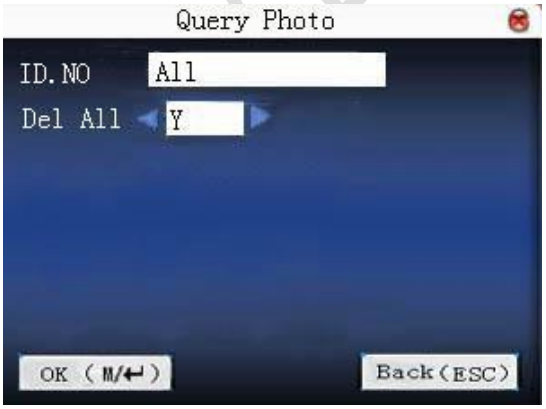
8.2 QUERY ATTENDANCE PHOTO

If attendance photo mode is set as taking photo and saving it, the employee's photo will be taken and saved upon successful attendance record. There attendance pictures can be searched here.

Notice: Only some models possess the function to query attendance photos.

Enter query attendance photo, input corresponding information in the query condition

input box.



Input the number of employee to be queried.

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1) If work code is all, query all employees.

2) When a work code is input, then only an employee's attendance photo can be queried.

Whether query all photos? If it is "NO', input query date range.

Press M<-/"OK" to query, then the photo in accordance with conditions will be displayed on the screen.

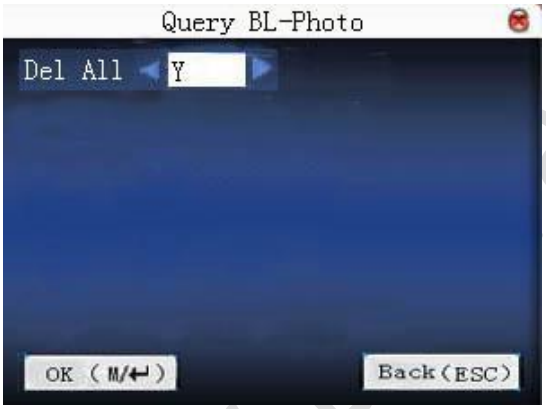
Press ▲/▼ to search attendance photo saved in the device. The information that how many photos there are and which one is the current photo will be displayed under the photo. The taking date and time will be displayed as well.

8.3 QUERY BLACKLIST PHOTO

If photo mode is set as taking photo and saving it or saving it upon attendance pass failure, the photo will be grasped and saved even if employee fails in passing attendance record. These photos are called blacklist photos, which can be queried here.

Notice: Only some models possess the function to query blacklist photos.

Enter query blacklist photo, input corresponding information in the query condition input box.



Whether query all photos? If it is "NO', input query date range.

Press M<-/"OK" to query, then the photo in accordance with conditions will be displayed on the screen.

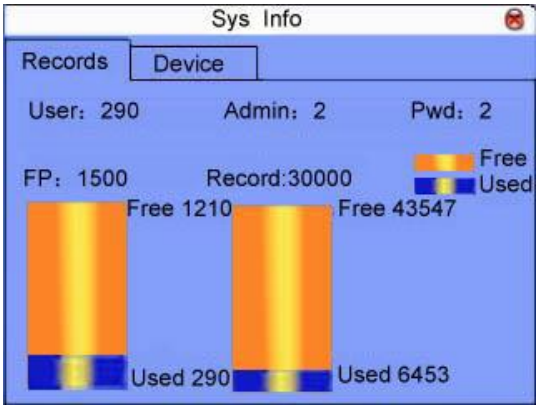
Press ▲/▼ to search attendance photo saved in the device. The information that how many photos there are and which one is the current photo will be displayed under the photo. The taking date and time will be displayed as well.

9 SYSTEM INFORMATION

Use system information to check the current device's saving status, its version information and so on.

9.1 RECORD CAPACITY

Display the count of enrolled user, administrator and password enrollment and the capacity of fingerprint, the enrolled fingerprint, attendance record and the current saved attendance record in the form of diagram, as shown below:



9.2 DEVICE INFORMATION

Display device name, serial number, version information, manufacturer and manufacture date in device information for check.

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10 APPENDIX

10.1 KEYBOARD

Tecla	Función
Numeric	1.. 9 , 0 to enter password or other device parameters.
▲	Moves the cursor up
▼	Moves the cursor down
▶	Moves the cursor to the right
◀	Moves the cursor to the left
⊙	To shut down the device
←	Backspace key
M/↵	Enter Menu Key
ESC	Cancel key
F1…F8	Function keys

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